



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Albert DeNapoli, Chair
William Ryan, Vice-Chair
Mary Campbell
Phil Hinds
John Sheppard

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MINUTES OF MAY 13, 2014

A meeting of the Personnel Board was held on Tuesday, May 13, 2014 at 7:30 p.m. in Room #116 of the Town Hall. Mr. Ryan was unable to attend. The following members were present:

Albert DeNapoli, Chair (arrived at 7:40)
Mary Campbell
Phil Hinds
John Sheppard

Also: James Johnson, Asst Town Administrator

MINUTES:

Motion was made by Mr. Hinds and seconded by Mr. Ryan that:

The Board approves the Minutes of April 1, 2014 with noted corrections.

Motion was voted 4-0, unanimous.

JOB DESCRIPTIONS:

Motion was made by Mr. Hinds and seconded by Mr. Sheppard that:

The Board approves of the revised Community & Economic Development Director and Administrative Board Secretary to the ZBA job descriptions.

Motion was voted 3-0-0 (Mr. DeNapoli was not present at this time)

Motion was made by Ms. Campbell and seconded by Mr. Hinds that:

The Board approves of the revised Sewer System/Septage Facility Operator and Program Coordinator job descriptions.

Motion was voted 4-0-0, Unanimous.

RECREATION DEPARTMENT:

Mr. Johnson informed the board members that Josh Cole has resigned from his position. He will be moving to Virginia to become the CFO Director of the YMCA. We all wish him well in his new position.

The Recreation Director position will be posted and advertised in the June MMA Beacon booklet with a due date for resumes being June 27th. A screening committee will be put together which would include Mr. Johnson, one - two members from the Recreation Committee, one – two members from the Board of Selectmen, COA Director, Town Accountant and HR Administrator. The process will start in the beginning of July and hope to have the new person in place by September 1st.

Mr. Boynton has appointed Chad Norton, Asst. Recreation Coordinator/Business Manager to be the Acting Recreation Director until the new Director is hired.

At the last Personnel Board meeting a revised job description for Recreation Coordinator had come before the Board. The job description has been renamed to Program Coordinator with the recommended placement on the hourly schedule

at H-4. Based on this being a new position for both employees currently working in the recreation department, they will be slotted in based on their experience.

Motion was made by Ms. Campbell and seconded by Mr. Hinds that:

Approve of the Program Coord job description and place on the hourly schedule at Grade H-4

Motion was voted 4-0-0, unanimous.

Motion was made by Ms. Campbell and seconded by Mr. Hinds that:

Ms. Kelley will be slotted in at step 6, \$22.07/hr.

Motion was voted 4-0-0, unanimous.

Motion was made by Mr. Sheppard and seconded by Mr. Hinds that:

Ms Macomber will be slotted in at step 3, \$20.80/hr.

Motion was voted 3-1-0.

After discussing Mr. Croak's position for the recreation and school department, his rate of pay and what he is requesting for his rate of pay in this new position, the members felt it would be best to wait until the new Recreation Director is hired for their recommendation on placement for Mr. Croak.

Meeting adjourned at 9:00, next meeting is scheduled for June 17th.

PERSONNEL ACTION REQUESTS: ALL WERE APPROVED

1. Jeffrey Abate, Dispatcher, step incr from step 9, \$23.18/hr to step 10, \$23.65/hr, eff 4/4/14.
2. Josh Cole, Recreation Director, resignation eff 5/21/14
3. Paul Mansen, Hwy Foreman, step incr from step 6, \$28.60/hr to step 7, \$29.17/hr, eff 4/23/14
4. Carly Moriarty, Dispatcher, step incr from step 6, \$21.85/hr to step 7, \$22.28/hr, eff 5/3/14
5. Chad Norton, reclassification from Recreation Coordinator, P11, step 15, \$57,485/yr to Asst Recreation Director/Business Manager, P9, step 7, \$60,913/yr, eff 4/7/14.
6. Chad Norton, Temporary promotion from Asst Recr Dir/Business Manager, \$60,913/yr to Acting Recreation Director, P7, step 1, \$63,041/yr, eff 5/21/14
7. John Rego, SMEO, Parks, probationary to permanent status, eff 4/22/14
8. Courtney Riley, COA Director, step incr from step 6, \$64,445/yr to step 7, \$65,734/yr, probationary to permanent status eff 4/1/14
9. Mary Burns, new hire, Sr. Work Off Abatement program eff 4/1/14
10. Rehire – Seasonal Laborers, Parks Dept:
 - Michael Cox, step 2, \$11.79/hr, eff 5/5/14
 - Sean Coyne, step 2, \$11.79/hr, eff 5/14/14
 - Thomas Demarias, step 2, \$11.79/hr, eff 5/14/14
 - Michael Tempesta, step 2, \$11.79/hr, eff 5/14/14
11. Cheryl Cavanaugh, Aquatics Director \$18.25/hr, eff 6/1/14.
12. Brian Collins, recr specialized instr, resignation eff 4/14/14
13. Brad Sauve, Seasonal Laborer, Recr, resignation eff 4/17/14
14. Danielle Sauve, Jessica Sauve, Nicole Sauve, Program Aide, Recr, resignation eff 4/17/14
15. Peter Quinlan, new hire, Progr Instr, Recr, \$8.00/hr, eff 4/28/14
16. Abigail Smith, new hire, program instr, \$8.50/hr, eff 5/12/14.
17. Sarah Armstrong, new hire, Program Aide, \$8.00/hr, eff 5/12/14